

North Judson San Pierre Elementary School



Student Handbook 2020-2021

**North Judson-San Pierre Elementary School
Mr. Cary McKay, Principal**

Shelley Stonecipher, School Counselor
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North Judson, IN 46366
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Dear Parents/Guardians:

I would like to take this opportunity to welcome you and your child to another great year here at North Judson-San Pierre Elementary School. It is our privilege to have your child at North Judson-San Pierre Elementary! Everyone here will strive to help make this year as positive and beneficial for your child as it can be. As always, cooperation and shared responsibility between student, parent and school are very important elements in creating the positive school experience we are all working to achieve. The more your child knows that we are working together in this important part of his or her life, the more he or she will respond in a positive manner toward education. North Judson-San Pierre Elementary students and staff are dedicated and work extremely hard to ensure that learning is a daily top priority in our school.

Please take the time to read this handbook and share the information it contains with your child. Also, please keep this handbook for future reference. If any questions should arise, you can review the handbook. You can also find the handbook on the school website. If your concern is not addressed, please contact the school and we will get the answer to you.

Again, I would like to invite you to be a positive partner in your child's education. Make it known to your child that you value education. Let your child see you supporting his or her endeavors here at school by attending programs, volunteering to chaperone field trips, helping out in classroom activities, or most importantly, talking to your child about school and the importance of it.

If you should have concerns or questions, please contact me here at school. Welcome back to what should prove to be another great year here at North Judson-San Pierre Elementary School. We are looking forward to working with each and every one of you as we embrace the new school year, and continue to build on the tradition of academic excellence and provide a positive learning experience.

Best wishes for a successful year!

Sincerely,
Cary McKay

Welcome to North Judson-San Pierre Elementary School. Your child is beginning a very important journey in life. As parents, your help in making this experience a

success will be greatly appreciated. All expectations cannot possibly be listed in this handbook, but please use it as a guideline for school procedures.

**North Judson-San Pierre Elementary School Vision
Building a foundation and fostering opportunities for growth,
so students can graduate college and career ready.**

**North Judson-San Pierre Elementary School Purpose
Preparing Today's Youth for Tomorrow's Opportunities**

**North Judson-San Pierre Elementary School Direction
Teaching students to be responsible, respectful, caring achievers
through the Bluejay Way.**

Important Contact Information

School website: www.njsp.k12.in.us

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Students entering school for the first time in either kindergarten or first grade must present an official birth certificate and a completed health record. In order to comply with state law, this must include all dates of required immunizations. Whenever a child enters the North Judson-San Pierre School for the first time, a general health, family, and school history form must be completed, giving us data for school records. This information is kept in the child's cumulative record folder, which is maintained from kindergarten through his/her senior year, thus providing a continuous record of academic, social, and general growth.

ENROLLMENT INFORMATION A birth certificate or similar document, court papers allocating parental rights and responsibilities or custody, if appropriate, proof of residency, proof of immunizations are required for enrollment. Withdrawal papers and/or transcript from previous school reflecting that the student is not under any suspension or expulsion are required if the student is being enrolled after the commencement of school. In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete. Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from the school.

WITHDRAWAL/STUDENT TRANSFER Students who are withdrawing from the North Judson-San Pierre School Corporation need to notify the school office with a forwarding address and school of where they will be attending. All records will be sent to the new school upon the school's request. The office will inform the child's teacher and bus driver of the withdrawal.

SCHOOL ENTRY AGE By state law, a child must be five (5) years of age on or before August 1st to enter kindergarten. By board policy, a child must be six (6) years of age on or before August 1st before entering first grade. Exceptions must follow mandated procedures. Contact the Superintendent's Office for procedures.

GUARDIANSHIP/POLICY A student attending the North Judson-San Pierre Schools must reside with a parent or legal guardian. Guardianship papers can generally be obtained from any lawyer and the transaction is usually simple when the legal guardian outside the school district is willing to transfer guardianship. If such a transaction has taken place, please bring guardianship papers for administrative review. The school's administration will make the final determination on enrollment eligibility. An alternate plan may be discussed with the guidance department according to Section IC 20-8.1-6,1-1, in the NJ-SP Administrative Handbook. See Appendix A.

ADDRESS/PHONE NUMBERS Change of address and telephone numbers should be reported to the school immediately. Accurate information is needed in case of an illness or accident at school. It is imperative that the school office retains valid operative phone numbers for contacting parent/guardians.

PERMISSION TO BE PHOTOGRAPHED NJ-SP School Corporation publicizes the good things happening at our schools. Your child's picture and name may be released to local newspapers and/or published on the school website, school newsletter and school yearbook in various school events. If you DO NOT want your child's picture or name released to the local newspaper and/or published on the school website, school newsletter and school yearbook a Denial of Permission to Publish MUST be completed and submitted to the school. These forms are available in the school offices. This will remain on file for the current school year only.

BOOK RENTAL The Board of School Trustees has made it possible for students to secure all necessary textbooks on a rental basis. The service allows parents to provide the necessary books for a fee, which represents only a fraction of the total cost. Lost books must be paid for before another is issued. Fines will be assessed for damages to books beyond normal use.

The school must be reimbursed for lost books. Book Rental is to be paid at the time of registration. If for some reason a family is unable to do this, the following opportunities are provided:

1. Set a date(s) with the school secretary at which time a certain amount can be paid within the first 30 days.
2. Complete the Free/Reduced Lunch forms.

The State of Indiana criteria for the Free/Reduced lunches is used to determine if the state will reimburse the school for book rental owed by the applicant. The applicant must pay all book rental fees that are not reimbursed by the state. Each applicant will be notified of the fees still owed.

PROMOTION/PLACEMENT/RETENTION Upon the completion of each school year a student will be promoted to the next grade, retained in the same grade or placed (conditionally promoted) to the next grade. Parents of students who are recommended for retention will be contacted.

SCHOOL DAY SCHEDULE School starts promptly at 7:50 a.m. and ends at 2:25 p.m. Students not riding a school bus will be permitted to enter the building at 7:15 a.m. All students will sit in the cafeteria until the buses arrive and will be released to classrooms at 7:35 a.m. Students are considered tardy after 7:50 a.m. if they are not in their classroom ready to learn. Students arriving to school late must sign in at the office.

No child should remain at the school after 2:25 p.m. unless enrolled in the Starke County Youth Club or as part of an authorized adult supervised activity. There will be no supervision except for these purposes after 2:25 p.m.

VISITORS In the interest of school safety and security, all visitors will need to come to the entrance at door #1 on the east side of the building and press the intercom button on the left hand side of the doors. All visitors must sign in at the office and receive a visitor's badge.

PROCEDURE FOR REPORTING ABSENCES Parents are to call the school at (574) 896-2128 and speak with the attendance secretary to report absences between 7:00 AM and 8:30 AM. A parent call does not guarantee a verified absence. A parent call does guarantee that the student will not be charged with an unexcused absence (truancy).

SUMMARY OF ATTENDANCE LAWS Indiana Code 20-8. 1-3-33
Compulsory Attendance

Parents' Responsibility:

(a) It is unlawful for a parent to fail to ensure that his/her child attends school under this chapter.(b) The below proceedings are instituted against a parent for a violation of this section. A personal notice of the violation shall be served on the parent by the superintendent having jurisdiction over the public school or his/her designee. This personal notice must consist of and take place at the time of the occurrence of one of the following events;

- 1) the date of personal delivery;
- 2) the date of receipt of the notice sent by certified mail; or
- 3) the date of leaving notice at the last and usual place of the residence of the parents. If the violation is committed during the notice period no further notice is necessary and each day of violation constitutes a separate offense.

Indiana Code 20-8.1-3-34 Compulsory Attendance for Full Term
It is unlawful for a parent to fail, neglect, or refuse to send his child to a public school for the full term as required under this chapter unless the child is being provided with instruction equivalent to that given in public schools. The administration and faculty of NJ-SP Elementary School agree that good attendance is directly related to learning. Every absence, whether or not it is excused, interrupts the student's understanding of the material being presented and lessens the value of an education.

ATTENDANCE POLICY

1. Absences will eventually fall into one of three categories: Unexcused, Excused, or Exempt.

- a) **UNEXCUSED:** Absent from school/class without permission from parent/guardian or staff.
- b) **EXCUSED:** Absent from school/class with parent/guardian notification either by phone call, written note.

- c) **VERIFIED:** Absent from school/class with a Doctor’s note.
- d) **EXEMPT:** Absent from school as verified by the principal, principal designee, or meets approved state statute reasons.

The following absences are considered exempt:

- Court appearances
- Service in the National Guard
- Working at an official election
- School-sponsored field trips
- Suspensions, either in-school or out-of-school
- Serving as a page in the State Legislature (Indiana Statute)
- Legislated exemptions to compulsory attendance (Indiana Statute)
- Mandated court appearances (Indiana Statute)
- Recognized religious holidays, which are celebrated in the family’s faith
- School business as approved by the Board of Education or its designee
- College or vocational pre-arranged visitation days
- The Indiana Department of Education (IDOE) recognizes chronic absenteeism as missing ten percent of the school year or approximately 18 school days for any reason.

Attendance Monitoring Team

The Principal, Dean of Students, and the secretary form our school’s Attendance Monitoring Team. The team contacts parents when their students begin missing school, meets with parents to discuss student attendance, and conducts interviews/home visits to identify barriers to regular school attendance, and serves as a resource for other teachers and staff who are dealing with students who fail to attend class regularly.

Notification Steps

We have adopted a tiered series of notifications for students who are missing an increasing number of school days. We will use a variety of communication measures (e.g., meetings between the principal, and/or Dean of Student and students; phone calls; letters; etc.) to connect with parents. The communications will occur as students miss five, seven, or ten days of school.

# of Days Absent	Notification
5	Phone Call and Letter —Parents will receive a phone call and letter from school explaining that the student has missed five days of school. Information will be gleaned as to the circumstances of the absences
7	Phone Call, Letter, Meeting w/assessment —Parents will receive a phone call from school informing them that their student has missed seven days of school. An official letter from the school will also be sent home. A phone meeting or physical meeting will take place to discuss supports that can be provided to facilitate improved attendance. (School will use an assessment document to establish volume, frequency, and patterns of absences)
10	Phone Call, Letter, Meeting, Attendance Contract —The school principal or designee will conduct a meeting with the student’s parents, assess barriers to school attendance, and develop a plan to improve the student’s attendance as part of an “attendance contract”.

11+	Outside agencies such as Starke County Prosecutor, County Project Attend, Probation, And/or Department of Child Services may be contacted.
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VERIFICATION/FORMS

1. Written verification must be presented for all types of verified absences. The written excuses must be turned in to the attendance officer within 48 hours of the student’s return to school.
2. If proper documentation is not received by the attendance officer within this 48 hour time frame, the attendance code for the given time missed of absence will be (A) unexcused.
3. If a student leaves during the school day to attend a doctor or dental appointment,
 - a) The student must sign out with the attendance officer.
 - b) A health professional appointment form should be obtained by the student from the attendance officer prior to leaving for the appointment. This form should be completed and signed by an official at the office of the health professional and must include the date and time of the appointment.
 - c) The completed form should be returned to the attendance officer for the absence to be considered verified. (48 Hour Rule is still in effect here.)

PREARRANGED ABSENCES In requesting a pre-arranged absence, students and parents must assume full responsibility for work missed and accountability for total days missed. Absences with parents/guardians that are unexpected may be arranged through the office. If properly arranged, the absences will be verified. Extended vacations with classmates or friends are regular absences and will be subject to the same procedures as other regular absences.

With approval of the administration, a parent may prearrange a maximum of five (5) days from school per year, involving no more than two (2) separate occasions. These absences will be considered verified, not counting towards the student’s nine (9) day limit per semester.

ATTENDANCE INTERVENTIONS

1. **ATTENDANCE ADMINISTRATOR CONFERENCES:** If a student shows a pattern, history, or issue with attendance, the Attendance Administrator will work with teachers, students, counselors, and parents to improve attendance.
2. **FIELD TRIP RESTRICTIONS FOR ELEMENTARY STUDENTS:** If a student has an attendance rate of less than 90% for the semester, his/her name will go on the Field Trip Restriction List, unless the field trip is deemed to be of high value by the administration.

ABSENCE GUIDELINES AND PROCEDURES

1. All absences must be verified by a
 - a. Call by a parent/guardian to the office on the day of the absence. Please call the office between 7:30 a.m. and 10:00 a.m.
 - b. Note written by a parent/guardian explaining the reason for the absence when a child returns to school. Absences without excuses are considered unexcused absences and grades may not be made up.
 - c. A parent call does not guarantee a verified absence. A parent call does guarantee that the student will not be charged with an unexcused absence (truancy).
2. Assignments for Extended Absences:
 - a. Assignments/makeup work is left to the discretion of the individual teacher.
 - b. Students who are absent for extended periods of time (5 days or more) should have their parents/guardians contact the principal.

TRUANCY A determination made by the office that parents and/or guardians had no knowledge of a student’s absence is considered truancy. Class work may be made up with no credit. Detention or in-school suspension is to be served; additional disciplinary action may occur, but it is not limited to additional suspensions and/or expulsions. In addition, further legal action will be pursued after the second truancy as follows:

- | | |
|--------------|---------------------------------------------------------------------|
| 1st Offense: | One (1) ISS/Detention |
| 2nd Offense: | ISS, parent conference and letter forwarded to the probation office |
| 3rd Offense | OSS or ISS, parent/student/school and Probation office conference |
| 4th Offense | Five (5) day OSS or ISS and probation status |

5th Offense OSS/Expulsion, Due Process

Note: Truancies accumulate throughout the school year.

ISS-In School Suspension is served in the Detention Room or in the Office.

OSS-Out of School Suspension is served out of school.

TARDINESS School starts at 7:50 a.m. Students arriving after 7:50 will be required to report to the office.

Tardies will reset each semester and start over with the notification steps:

LEAVING DURING THE SCHOOL DAY Students will not be released from school during the day unless the following occurs.

1. The parent/guardian faxes or sends a note with the student requesting the dismissal.
2. Students are signed out in the office by a parent, guardian, or emergency contact. Should it be necessary to leave the school for reasons of illness, the following procedures may occur.

- a. Admittance to the sick room
- b. Exam by nurse or other designated school personnel.
- c. Notification of parents by school personnel
- d. Student, with office permission, may call parents.
- e. Students who do not comply with the procedures or leave school without administrative permission will be subjecting themselves to disciplinary action.

*****These procedures are required of all students regardless of age.

REQUEST FOR HOMEWORK ASSIGNMENTS If a student is absent due to illness, please call the school office before 8:30 a.m. The office will request a list of assignments missed by the student and will release this to the person who the absentee designates by the close of the school day. If the student is aware that or he/she will be absent more than one (1) day, please inform the office of the days of expected absence.

CAFETERIA BREAKFAST/LUNCH North Judson-San Pierre Elementary will offer an opportunity for students in grades K-6 to purchase a school breakfast. In the event your child carries a breakfast/lunch from home, please remember that good diet is an important part of a child's education. Students may bring their own breakfast and lunches, but all students must keep food and drinks in the cafeteria at all times. Parents/ Guardians are not to bring/deliver students' food or beverages from outside eating establishments to school. *Carbonated and Energy drinks are not to be brought to school for breakfast or lunch. No food or drink from fast food restaurants will be permitted during the school day.* We encourage all students to pay for their meals on the first day of the week. We require that the money is sent to school in an envelope with the student's name and the amount enclosed written on an envelope. We also offer myschoolbucks.com, an online payment service, for a quick and easy way to pay for breakfast and lunch. Money may also be added to your child's account whenever needed. Lunch and milk prices are set at a minimal price. Milk is supplied with a school lunch or may be purchased separately. Upon registering your child(ren), you may obtain a form to apply for free or reduced meals. Once the form is completed, NJ-SP cafeteria personnel, who will verify eligibility, will review it. You will be notified by mail whether or not your application has been accepted. The Nondiscrimination Statement is located on Page 21.

DISMISSAL FROM SCHOOL No child will be dismissed into someone else's custody unless the parent or guardian notifies the school. Please notify the school in writing. All persons picking up a child due to illness or for an appointment must report to the office and sign the child out before leaving the building. The office will not release a student from the school without notification. If a parent is awarded custody of a child, the custodial parent shall provide the school with a copy of the custody order. The custodial parent will also provide, in writing, any limitation in the rights of the non-custodial parent. Unless otherwise notified, the school will assume the child may leave with either parent.

EMERGENCY CLOSING OR DELAYS School delays, cancellations, and early dismissals are announced over the local radio station, WKVI (99.3 FM) and TV Stations WNDU Channel 16, WSBT Channel 22 and WSJV Fox. We also use the School Messenger contact system. Please make advance arrangements for your child with responsible persons.

TRANSPORTATION In an effort to provide increased safety in transportation of our students to and from school, North Judson-San Pierre Elementary School would like to communicate some modifications to enhance our transportation services. The following changes will go into effect for the upcoming 2019/2020 school year. **Student safety is our number one priority!**

1. **Regular Transportation:** A transportation card will be filled out by the parent/guardian each year for each student. Each parent will indicate a pick up address in the morning and a drop off address in the afternoon. For example: A student may be picked up at home in the morning and dropped off in the afternoon at grandma's house. Or, he/she

may be a bus rider in the morning and a car pick up in the afternoon. The only change to this would be if the parent needs to pick up a student from school or if SCYC does not meet. When and if circumstances occur that dictates a change in the regular transportation procedure, parents/guardians need to fill out a new transportation card.

2. **Pick ups:** If a parent calls to have their child **picked up after school**, the call has to be made to the school prior to **11:00 am**. The parent must park in the parking lot and come into the office and sign their child out (**then wait outside for student to come out.**)
3. **Get-togethers/Parties/Group Events:** Although we encourage our students to socialize outside of the school setting, transportation for these events to/from school will be eliminated. Students will only be allowed to travel to and from their pick up point. With this new plan, please make arrangements for parent(s) to transport either from school (immediately after hours) or from personal residences. This will alleviate overcrowding on our buses and provide increased safety for all involved parties.
4. **Emergencies:** In the unfortunate event of a family emergency, an exception may be made for a transportation change. However, this is only in the event of an emergency. Our Office Administrator or Transportation Director must approve the change. **A pass will be issued and signed by the Office Administrator or Transportation Director and given to the student to give to the bus driver.**
5. **How You Can Provide Support, Assistance, and High Expectations?** Riding to school on a bus is a privilege, not a right. We ask that you help us by reinforcing the bus rules and procedures with your child(ren). Students need to be at the stop five (5) minutes prior to their assigned pick up time. They should board the bus, immediately take their seat, and remain seated/faced forward throughout the route. Noise levels should be kept to a level that does NOT prevent the driver from hearing radio contact or students from hearing directions from the driver.

Every student eligible for bus transportation shall have a regular way of traveling to and from school. In addition, every student may have an emergency way with the building administrator's or the Transportation Director's approval. **It is the North Judson-San Pierre Elementary board-approved Student Handbook Policy not to allow transfers, changes, or alternative routes/stops without proper permission or changes to the transportation card.**

FLOWERS/BALLOON DELIVERIES

Do not send flower and/or balloon deliveries to school. They will not be sent to classrooms and we do not have room to store them. Under no circumstances will flowers and/or balloons be allowed on buses due to safety concerns.

PARENT INVOLVEMENT OPPORTUNITIES Parental participation in the Parent-Teacher Organization (P.T.O.) and support of this organization is encouraged. To inquire about meetings or current officers, you may contact the school office.

PARENT VOLUNTEERS The school encourages parents to become involved in their children's education. If you are interested in volunteering, please contact your child's teacher or the Parent-Teacher Organization. The P.T.O. can be contacted through the school office.

PARENT/GUEST VISITATION North Judson-San Pierre Elementary Schools strive to meet the educational needs of each student. In keeping with this policy, we require that any visitor check into the office upon arriving, rather than going directly to the child's classroom. This will enable the teacher to keep the children on task without interruption. Parents picking up students are asked to wait in the office and their child will be sent to them. Due to additional students at the elementary we will not have room in the cafeteria for Parent/Child lunches. Parents who need to talk with a teacher outside of a P/T Conference, should call and make an appointment. Parents should leave a message on the teacher's voice mail or e-mail them.

PARENT-TEACHER CONFERENCES Parent/Teacher conferences are held when deemed necessary.

MID-TERMS AND REPORT CARD POLICY Mid-term reports are sent home at the middle of each 9 week period. A parent may request a report anytime during the school year. Parents have access to electronic grades and assignments. Report cards are issued following each of the four (4) nine-week periods. An effort is made to give you a report on your child's academic achievement as well as some indication of the effort the pupil puts forth. A report card has been devised to report much information in a small package. Please note all information on the card so that a clear understanding may take place. Please read and utilize the comment section for communication purposes with your child's teacher. Parents will receive quarterly report cards.

The October, January and the March report card will be sent home with the student. The final report card will be mailed following the end of the school year. (This is subject to change.)

RESPONSE TO INTERVENTION Response to Instruction, commonly abbreviated as RtI, is a method for addressing the needs of students, who are at-risk academically and/or behaviorally. This is based on test results, academic growth, and teacher observation. RtI provides research-based interventions for these students. These students are monitored frequently to ensure that the interventions are effectively working. When students show little progress through interventions, they are referred to the STAT Team.

STUDENT TEACHER ASSISTANCE TEAM (STAT) The STAT Team is a problem-solving team of experts. The STAT team tries to determine why a child is not responding to interventions. The STAT Team might offer suggestions to the classroom teacher for learning strategies, accommodations, or modifications for the student. The team could also suggest further testing, with the consideration of special education services. Parent permission is required for further testing.

COUNSELOR CORNER The school counselor supports the positive growth and development of the entire child including his or her academic, social and emotional well-being within his or her school, home and community. To meet this goal, counseling services are provided through classroom guidance lessons and activities, individual counseling, small group counseling, as well as consultation with parents, school personnel, and outside service agency. A student may meet with the School Counselor through self-referral, teacher referral, parent referral, or administrative referral.

DETAIL OF SERVICES:

Classroom Guidance Lessons

Developmental guidance lessons and activities designed to help students understand and deal with normal developmental tasks and issues. Examples include character education, communication skills, peer relationships, conflict resolution, and coping skills.

Individual Counseling The counselor works one-on-one with a student to help find early solutions to his/her problems and developmental concerns. This is accomplished by assisting students in developing problem-solving and decision making skills and building their coping skills. The relationship is built upon mutual trust, and respect. Counseling sessions are confidential. This service is intended to be a short-term intervention, and does not entail intensive therapy.

Small Group Counseling Group counseling allows a counselor to have contact with a small group of students (3-6 students) in a shorter period of time than individual counseling. Small groups are a great way for children to meet others their own age and share common concerns. Topics of small groups may vary but they can include friendship, self-esteem, coping skills, and anxiety. Students can know that they are not alone in their feelings and experiences. These groups will take place during a time that does not interrupt instruction.

Social Groups The counselor arranges various groups during times such as lunch allowing students to socialize with one another and the counselor without the structure and limitations of a formal counseling group. No formal counseling takes place.

SPECIAL EDUCATION The school provides a variety of special education programs for students identified as having a disability as defined by Individuals with Disabilities Education Act (IDEA). A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure, a parent should contact the Special Education Coordinator at 896-2128. The North Judson-San Pierre School Corporation is a member of the JESSE Cooperative for Special Education. Through this cooperative, those children with special needs are served.

ASSEMBLIES At all times during assemblies the student's behavior should be respectful and courteous. Each student's action, whether positive or negative, reflect the school and community

HOMEWORK Educators and parents share one common goal--to help each student in our schools be successful. Homework is an opportunity to spend time learning, to strengthen self-discipline, to extend learning, and to practice skills. Homework is seen as an extension of learning and not as a substitute for classroom instruction. The purpose of homework is to develop good working habits and to give students the opportunity to take charge of their own learning. We encourage students to complete appropriate homework assignments at the elementary level. Students learn best when they, their parents and their school work together.

eLEARNING POLICIES Academic work completion/submission and Attendance: All work should be completed and turned in to teachers within three (3) school days after the eLearning day. If work is not turned in by the third day, the student will receive an unexcused absence for the class periods in which the work is missing. Teachers will need to keep track of the day each assignment was assigned for record keeping purposes. Teachers should provide students with the following for an effective eLearning experience:

- Provide students with modeling/demonstrating material (i.e. video, podcast, presentation, reading assignment, web site module.)
- Ask students to recall what they have learned. This portion should prove that the student has actively participated in the previous step. A recall quiz or worksheet would be examples.

EXTRA-CURRICULAR ACTIVITIES Participation in extra-curricular and co-curricular activities is a privilege. A student who represents North Judson-San Pierre Elementary must exhibit at all times the highest standard of personal behavior. When the student becomes an athlete or extra-curricular participant, he/she takes on a special responsibility for exemplary conduct because there will be times when he/she will be representing the school to other communities as well as to his/her own. All students wishing to fully participate in extra-curricular activities need to maintain a grade standard of D- or better on their 9 weeks and mid-term grade checks. Students receiving an F on grade checks may not practice or participate in the event until the next grade check. No student who has been absent for a school day may participate in an extra-curricular activity scheduled for the afternoon or evening of that school day without the approval of the principal. Grade checks are completed on the day of the mid-term reports and grade card reports by the principal and/or guidance counselor. The period of ineligibility will start the day after the grade check. If there is only one grade in a subject, that subject will not count toward the grade check for the grade check period. Your student athlete may regain eligibility at the next grade checkpoint if all failing grades have been eliminated. Parents of elementary students participating in extra-curricular activities will be asked to read and sign copy of the athletic policy prior to the beginning of the athletic season.

GUM CHEWING/TREATS Gum chewing and candy are not permitted on the school grounds or on the buses. Teacher/staff may give special permission in their own classroom for parties and celebrations.

CLASSROOM CELEBRATIONS Classroom celebrations are limited to ensure maximum time for academics. Classroom Celebrations include: Fall Celebration (October), Winter Celebration (December), and Valentine's Day (February).

BIRTHDAYS With teacher permission, a single, commercially wrapped food item may be sent to school to be shared with the class during a teacher-selected time. Parents should contact the teacher the day before the treat will be sent.

LOST AND FOUND All lost articles are turned in to the main office. The lost and found area is located at the West End of the building. It is near the library and across from the restrooms. Money, which is not claimed within a reasonable amount of time, is returned to the finder. Unclaimed items are given to charitable organizations at the end of each semester.

PARENTS ARE STRONGLY URGED TO LABEL ALL ITEMS OF CLOTHING.

MONEY Other than for breakfast/lunches, milk, fundraisers, other NJ-SP sponsored activities, and the bookstore, there is no need for children to bring money to school. Parents will be notified, in advance, of all activities involving money. All money sent to school for specific projects must be sent in an envelope clearly marked with the following information: Child's full name, grade and teacher's name, amount of money enclosed, for what the money is to be used.

SCHOOL PICTURES School pictures are taken annually. Parents are not required to buy the pictures. All children, however, should be photographed for school records. Yearbooks are sold in the spring.

YEARBOOKS A yearbook is created each year and is available for purchase. Information regarding ordering and delivery will be sent home.

TELEPHONES Use of the telephone by students is restricted to emergencies only. Students are responsible for bringing their assignments, books, lunch money, and other necessary items to school each day. Likewise, they are expected to obtain parental permission to stay for after-school activities or to participate in field trips before arriving at school. When a student fails to do so and uses the office or classroom telephone for any of these purposes, it places a burden on the school staff and causes the student to miss valuable class time.

CELL PHONES Cell phones will be permitted in student possession. They will be kept in lockers or backpacks. However, if a cell phone is seen or used during the school day, or on the bus, the cell phone will be confiscated. Once the cell phone is confiscated, a legal guardian must come to school to pick the phone up. The use of cellular telephones and other ECDs that contain built-in cameras are prohibited in locker rooms, classrooms, bathrooms and /or swimming pool. The school assumes no responsibility for lost, stolen, or inappropriately used cell phones.

BUILDING CARE Our school building is one of the most important in the town. The custodians have worked hard getting the school ready for the new school year. Please cooperate with them by keeping the building and surroundings as clean as possible. Wastebaskets are placed throughout the building to receive wastepaper and trash you may find. We encourage you to be one who helps to care for our school, and not be one who might otherwise deface the property. Take pride in our school and keep it clean for all our visitors to see.

RECESS TIME All students are expected to participate at recess time, inside or outside, with their classmates. A parental note is required if there is reason for the child to be excluded from recess for a day. Any extended-time request requires a doctor's note. If a medical condition warrants a student staying in from recess, the school should receive a note from a doctor stating the reason and the number of days that the student should refrain from recess activities. Outside recess requires proper clothing. Dressing in layers enables the student to add or remove clothing when weather changes.

WINTER/COLD WEATHER RECESS

Recess will be indoors if the temperature is 20 degrees or below or if the windchill is 20 degrees or below.

ITEMS TO BE LEFT HOME

1. Trading cards
 2. Electronic Devices
 3. Roller-skates, including roller skate shoes.
 4. Items, such as pointed objects, weapons, knives, and unlawful products, which may cause damage in certain circumstances, are not to be brought to school.
 5. Any jewelry which teachers feel is a danger to a child's or others well being
- * Any items confiscated by a teacher should be picked up by the parent.

BUS STOP INFORMATION

1. Students must be at the designated school bus stop 5 minutes ahead of bus pick up time. Bus drivers strive to stay on schedule and will not wait beyond the regular time for students who are not at the stop.
2. Students must stay off the road at all times while waiting for the bus, and respect the private property of the neighborhood and the persons around them.
3. Students should never move toward or away from the bus in an attempt to cross the road point at least ten (10) feet in front of the bus. The student is to wait for a signal from the bus driver permitting while the bus is in motion.
4. Students should NEVER cross behind a bus or walk any closer than ten (10) feet on either side of a bus before or after the loading or unloading procedure.
5. For no reason should a student ever reach or climb under the wheels of a bus for any object.
(PARENTS: PLEASE EMPHASIZE THIS PROCEDURE TO YOUR CHILD).

BUS EMERGENCY Students must remain in the bus in the event of a road emergency until the driver or another adult gives instructions. The emergency door is to be used only in the event of an actual emergency and/or during drills conducted by school officials or drivers for the purpose of practicing appropriate evacuation procedures.

BICYCLES, SCOOTERS OR SKATEBOARDS Students that ride a bicycle, scooter or skateboard to school must leave it in a designated area. The school is not responsible for these items if brought to school.

COMPUTERS Computers are provided for student use at various locations throughout the school. Students are responsible for appropriate and ethical use of this learning tool. Misuse of the computer network may result in the loss of privilege to access the network and in disciplinary action as well. Students will be given an account(s) on the school's computer networks, including Internet. Each account will have a confidential password that must not be shared. A Network and Internet Access AUP (Acceptable Use Policy) must be signed by both the student and parents/guardians and be on file in the school before accounts will be assigned. This document defines the student's responsibilities..

DRESS CODE RECOMMENDATIONS Students are expected to come to school looking clean and neat. They should be dressed in a manner which is accepted as being in good taste and suitable for weather conditions. Clothing that may be appropriate for the beach is not appropriate for school. T-shirts and tops that show the belly or bare shoulders are not appropriate. Shorts or skirts should be fingertip length. No student will be permitted to dress or appear in any manner that is unhealthy, obscene, or excessively distracting, or to wear attire that contains profane or offensive language. Clothing and/or attachments to clothing which promote or advertise drugs, alcohol, and/or tobacco will not be allowed. This would include, but is not limited to, hats, shirts, sweatshirts, and buttons. Likewise, no clothing that is real or perceived to represent gang membership or affiliation shall be permitted. Elementary students should not come to school dressed in pajamas. These are distractions for the rest of the students and disrupt the educational process.

Children may be asked to change their clothes in the nurse's office or parents may be called to bring clothes or take them home to change clothes. As a safety concern, we also ask that students refrain from wearing "flip flops/sliders" or high heels,

this is a teacher/grade level decision. Both shoe styles present safety concerns for students. Shoes that have wheels of any sort are not permitted due to obvious safety issues and the maintenance problems they cause to the floors. Students wearing these types of shoes will be sent to the office and parents will be called to bring a more appropriate pair of shoes to school for their child. Gym shoes are required to participate in gym. In addition, comfortable and suitable clothes should be worn to allow for maximum participation.

LIBRARY/MEDIA CENTER The Library Media Center provides materials that enrich and support the curriculum, assists teachers and students in becoming effective accessors and users of print and non-print information, and fosters research skills. The collection also includes a variety of materials for reading enjoyment. Students are expected to respect the library facility and the collection.

Library Hours 8:00-2:25 p.m. Monday -Friday (Other hours by arrangement)

Library books and magazines may be checked out for a one-week period. Those students who have books checked out will receive overdue notices when necessary.

Students are expected to be polite and courteous to library staff, teachers, and fellow students while in the library. Talking quietly is permitted, but “library voices” must be used. The Library Media Center is not for socializing or “horse-play.” Students who disturb those studying or reading will be asked to leave.

No food or drink is allowed in the library. Students are not allowed in the workrooms or storage areas without the permission of the Media Specialist or Media Assistant. Continued abuse of privileges will cause privileges to be revoked. Other methods of correcting unacceptable behavior may be used.

FIELD TRIPS Written permission by a parent or guardian is required for participation of the student in all field trips. Return slips promptly so that the child may participate. Each student may be charged entry fees. Children who are unable to go on a field trip will spend the day doing schoolwork in another classroom.

FIELD TRIP-CHAPERONE DUTIES-CONTACT TEACHER FOR CHAPERONE INFORMATION An adult who chaperones a field trip is responsible for student behavior throughout the entire trip. The school bus operator is in charge of the school bus operation and safety procedures throughout the trip. Siblings are not allowed to go on field trips. Prior to leaving the point of departure, the chaperone and bus operator shall review trip and route procedure.

Attention is directed to the following guidelines which relate directly to the supervising chaperone’s duties.

1. The bus operator shall communicate to the chaperone the appropriate school bus behavior, and the chaperone shall relate student behavior procedures to the students.
2. Students shall be seated at all times throughout the trip.
3. The passengers are not to throw items out windows, nor to have any part of the body outside the school bus.
4. At all railroad crossings, students are to remain silent.
5. Eating on the school bus will not be allowed unless previous arrangements have been made with the building principal and/or with the bus operator. Unless notified otherwise, the chaperone will assume that students are not to eat on the school bus.
6. The chaperone(s) should be seated throughout the bus.
7. A reasonable noise level shall be maintained.
8. The bus shall be reasonably clean before students leave the bus. Supervision of policing the bus after the trip is completed shall be the responsibility of the chaperone in cooperation with the bus operator.
9. No smoking allowed at any school function.

Note: Student guidelines have been available to students prior to trips. Violators unwilling to cooperate are to be reported to the building principal.

FIRE AND TORNADO AND OTHER SAFETY DRILLS The school complies with all fire safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. We will also do periodic safety drills.

ANIMALS Arrangements are to be made with the teacher before animals are brought to school. In general, very few should be brought to school. The teacher should gain permission from the Principal. No potentially dangerous animals will be allowed. Consideration should be taken for those with allergies to animals.

INJURY AND ILLNESS All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school’s emergency procedures. A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

NURSE'S HEALTH INFORMATION The Nurse's area is for students that need attention due to illness or injury. Under no circumstance is this an area where students should gather to socialize. Students will not be allowed to sleep the entire day. It is advised that students do not come to school ill. Students need to see the school nurse when needing the use of the nurse's area. The school nurse or designee will determine the problem and the length of stay until referring the student back to the classroom or to be sent home.

Meningococcal Disease -Frequently Asked Questions

- What is meningitis?
- What are the signs and symptoms of meningitis?
- How is meningitis diagnosed?
- Can meningitis be treated?
- Is meningitis contagious?
- Are there vaccines against meningitis?

What is meningitis? Meningitis is an infection of the fluid of a person's spinal cord and the fluid that surrounds the brain. People sometimes refer to it as spinal meningitis. Meningitis is usually caused by a viral or bacterial infection. Knowing whether meningitis is caused by a virus or bacterium is important because the severity of illness and the treatment differ. Viral meningitis is generally less severe and resolves without specific treatment, while bacterial meningitis can be quite severe and may result in brain damage, hearing loss, or learning disability. For bacterial meningitis, it is also important to know which type of bacteria is causing the meningitis because antibiotics can prevent some types from spreading and infecting other people. Before the 1990s, *Haemophilus influenzae* type b (Hib) was the leading cause of bacterial meningitis, but new vaccines being given to all children as part of their routine immunizations have reduced the occurrence of invasive disease due to *H. influenzae*. Today, *Streptococcus pneumoniae* and *Neisseria meningitidis* are the leading causes of bacterial meningitis. What are the signs and symptoms of meningitis? High fever, headache, and stiff neck are common symptoms of meningitis in anyone over the age of 2 years. These symptoms can develop over several hours, or they may take 1 to 2 days. Other symptoms may include nausea, vomiting, discomfort looking into bright lights, confusion, and sleepiness. In newborns and small infants, the classic symptoms of fever, headache, and neck stiffness may be absent or difficult to detect, and the infant may only appear slow or inactive, or be irritable, have vomiting, or be feeding poorly. As the disease progresses, patients of any age may have seizures. How is meningitis diagnosed? Early diagnosis and treatment are very important. If symptoms occur, the patient should see a doctor immediately. The diagnosis is usually made by growing bacteria from a sample of spinal fluid. The spinal fluid is obtained by performing a spinal tap, in which a needle is inserted into an area in the lower back where fluid in the spinal canal is readily accessible. Identification of the type of bacteria responsible is important for selection of correct antibiotics. Can meningitis be treated? Bacterial meningitis can be treated with a number of effective antibiotics. It is important, however, that treatment be started early in the course of the disease. Appropriate antibiotic treatment of most common types of bacterial meningitis should reduce the risk of dying from meningitis to below 15%, although the risk is higher among the elderly. Is meningitis contagious? Yes, some forms of bacterial meningitis are contagious. The bacteria are spread through the exchange of respiratory and throat secretions (i.e., coughing, kissing). Fortunately, none of the bacteria that cause meningitis are as contagious as things like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. However, sometimes the bacteria that cause meningitis have spread to other people who have had close or prolonged contact with a patient with meningitis caused by *Neisseria meningitidis* (also called meningococcal meningitis) or Hib. People in the same household or day-care center, or anyone with direct contact with a patient's oral secretions (such as a boyfriend or girlfriend) would be considered at increased risk of acquiring the infection. People who qualify as close contacts of a person with meningitis caused by *N. meningitidis* should receive antibiotics to prevent them from getting the disease. Antibiotics for contacts of a person with Hib meningitis disease are no longer recommended if all contacts 4 years of age or younger are fully vaccinated against Hib disease (see below). Are there vaccines against meningitis? Yes, there are vaccines against Hib and against some strains of *N. meningitidis* and many types of *Streptococcus pneumoniae*. The vaccines against Hib are very safe and highly effective. There is also a vaccine that protects against four strains of *N. meningitidis*, but it is not routinely used in the United States. The vaccine against *N. meningitidis* is sometimes used to control outbreaks of some types of meningococcal meningitis in the United States. Meningitis cases should be reported to state or local health departments to assure follow-up of close contacts and recognize outbreaks. College freshman, especially those who live in dormitories are at higher risk for meningococcal disease and should be educated about the availability of a safe and effective vaccine which can decrease their risk. Although large epidemics of meningococcal meningitis do not occur in the United States, some countries experience large, periodic epidemics. Overseas travelers should check to see if meningococcal vaccine is recommended for their destination. Travelers should receive the vaccine at least 1 week before departure, if possible. Information on areas for which meningococcal vaccine is recommended can be obtained by calling the Centers for Disease Control and Prevention at (404)-332-4565. There are vaccines to prevent meningitis due to *S. pneumoniae* (also called pneumococcal meningitis) which can also prevent other forms of infection due to *S. pneumoniae*. The pneumococcal polysaccharide vaccine is recommended for all persons over 65 years of age and younger persons at least 2 years old with certain chronic medical problems. There is a newly licensed vaccine (pneumococcal conjugate vaccine) that appears to be effective in infants for the prevention of pneumococcal infections and is routinely recommended for all children greater than 2 years of age.

IC 20-30-5-18 [EFFECTIVE JULY 1, 2005]

Sec.18. (a) The chief administrative officer of each:

- (1) public school (including a charter school as defined in IC 20-24-1-1); and
- (2) nonpublic school: shall ensure that information concerning meningococcal disease and its vaccines is provided to students and parents or guardians of students at the beginning of each school year.

(b) The information provided under subsection (a) must include information concerning the:

- (1) causes;
- (2) symptoms; and
- (3) spread: of Meningococcal disease and the places where parents and guardians of students may obtain additional information and vaccinations for their children.

(c) The chief administrative officers and the department shall, in consultation with the state department of health or any other appropriate entity, develop materials to be made available to schools to assist schools in providing the information described in this section.

(d) The department shall enforce this section.

About...Pertussis (Whooping Cough)

What is pertussis?

Pertussis, also called whooping cough, is a contagious disease caused by *Bordetella pertussis* bacteria. It may cause severe coughing fits that can interfere with breathing.

Although pertussis is often milder in older children and adults, undiagnosed persons can transmit the disease to infants and young children. Pertussis can lead to pneumonia, seizures, and sometimes death. Most of these serious problems occur in infants who are younger than a year old.

What are the symptoms of pertussis? They symptoms of pertussis occur in three stages:

1. During the first stage, symptoms are similar to a cold: slight fever, sneezing, runny nose, dry cough, loss of appetite, and irritability.
2. During the second stage (about 1 to 2 weeks later), the cough becomes more intense. There may be short, intense coughing spells followed by a long gasp for air (this is when the “whoop” is heard). The coughing fits may be followed by vomiting, nose bleeds, or bluish color to the face.
3. During the third stage, the cough is less intense and less frequent, and appetite begins to increase. Eventually the cough stops, although this may take several months.

How is pertussis spread? Pertussis is spread by contact with nose or throat secretions from an infected person. This can happen when an infected person coughs or sneezes. Without treatment, an infected person can spread the disease for up to three weeks from the time the cough begins.

However, after five days of treatment with the appropriate antibiotic, an infected person cannot spread pertussis.

Who is at risk for pertussis? Pertussis transmission continues in the United States. People who have not completed a full series of pertussis vaccine or who have not received pertussis vaccine for several years are at increased risk for pertussis. Infants who are too young to be fully vaccinated are at greatest risk for severe illness and death from pertussis-related complications. Adolescents and adults may also experience complications from pertussis, but the risk of death is greatest in those who have underlying medical conditions such as neuromuscular disorders.

How do I know if I have pertussis? If you have had close contact with someone who has been diagnosed with pertussis or if you have symptoms that match those described above, you should consult your healthcare provider. Your health care provider may test you for pertussis and prescribe antibiotics for treatment.

How is pertussis treated? While antibiotics make pertussis less contagious, they do not reduce the symptoms unless taken very early in the illness. All household members and other close contacts of persons with pertussis should receive antibiotic treatment to prevent transmission of the disease.

How can pertussis be prevented? Children should be up-to-date on vaccinations, especially the diphtheria, tetanus, pertussis (DTaP) series. Adolescents and adults (ages 10 through 64) should also receive one dose of Tdap (tetanus, diphtheria, pertussis) vaccine to provide further protection against pertussis. It is particularly important that anyone having contact with an infant be fully vaccinated with the appropriate pertussis vaccine for their age.* See your health care provider to determine if you need immunization against pertussis. *Note: DTaP (diphtheria, tetanus, pertussis) vaccine is a five dose series for children under 7 years of age. It is typically given at 2 months, 4 months, 6 months, 12-15 months, and 4-6 years of age. Tdap (tetanus, diphtheria, pertussis) vaccine is a pertussis booster vaccine that should be given one time to all adolescents and adults ages 10 through 64. Tdap also contains tetanus and diphtheria protection and can be used in place of one regular tetanus-diphtheria booster. All information presented is intended for public use. For more information, please refer to:

<http://www.cdc.gov/vaccines/vpd-vac/pertussis/in-short-both.htm>.

SCHOOL SCREENINGS By Indiana law all schools are required to do the following screenings:

1. Hearing in grades 1, 4, 7 & 10
2. Vision in grades 1, 3, 5 & 8
3. Dyslexia in grades K, 1 & 2

If any of the screeners indicate that a student has the characteristics of dyslexia, the school corporation or charter school shall use the response to intervention process to address the needs of the student. During the school year, the speech/language pathologist will conduct speech/language and hearing screenings. Should a student not meet the expected level, the parent/guardian will be notified. If a parent objects to speech screening, the parent must notify the principal in writing. Parents will be notified of any suspected abnormalities found during the screenings. Arrangements must be made for an examination with a family physician or the appropriate health professional to verify results. If you do not wish to have your child screened, please submit a letter to the school office. Any student, regardless of grade level, will be screened upon request of parent or teacher, if difficulties are suspected.

HEAD LICE If your child has head lice, please notify the school nurse. If the nurse finds a child with lice, the student will be sent home. The child will need treatment with an acceptable product and must be 100% free of lice eggs (nits) in the hair before he/she may return to school. The school may check individuals, classmates and others associated with the infected person so as to halt any spread of the lice. Periodic total school checks may be carried out as precautionary measures.

ACCIDENTS Every effort is made to prevent accidents. However, should an accident occur at school, the following procedures will take place:

- a. First aid is administered.
- b. A parent/guardian is notified if the accident warrants further attention
- c. An accident report is filed.

If the family or guardian cannot be notified, the school will attempt to receive the services of the family physician. PARENTS SHOULD MAKE SURE THAT THE NECESSARY EMERGENCY INFORMATION IS ACCURATE ON THE REGISTRATION FORM EACH YEAR. Anyone who suspects that a child is the victim of abuse and/or neglect is required by law to report such suspicion to the Department of Public Welfare or to the police in the county where the child lives. To not report is punishable by law. 1-800-800-5556

STUDENT RIGHTS AND RESPONSIBILITIES The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights will be protected and that they will be treated with fairness and respect. Likewise, students will be expected to respect the rights of their fellow students and the staff. Students will be expected to follow staff members' directions and obey all school rules.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis. Parents may access PowerSchool to monitor student's grades, attendance, and lunch account balances. At times it will be the responsibility of the student to deliver school information. If necessary, the U.S. Mail or hand delivery may be used to ensure contact. Parents are encouraged to establish constructive communication channels with their child's teachers and support staff and to inform the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and to be prepared to participate in the educational program.

GROUNDS FOR SUSPENSION OR EXPULSION

Chapter 5.1 Suspension, Expulsion, and Student Discipline, Section 8:

- (a) The following are grounds for student suspension or expulsion, subject to the procedural requirements of this chapter and as stated by school corporation rules:
 1. Student misconduct.
 2. Substantial disobedience.
- (b) The grounds for suspension or expulsion listed in subsection (a) apply when a student is:
 1. on school grounds immediately before or during school hours, immediately after school hours, or at any time when a school group is using the school;
 2. off school grounds at a school activity, function, or event; or
 3. traveling to or from school or a school activity, function, or event

STUDENT CODE OF CONDUCT GUIDELINES A major component of the educational program at North Judson-San Pierre Elementary School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Each Student Shall Be Expected To:

1. Abide by federal, state, and local laws as well as the rules of the School.
2. Respect the rights of others,
3. Act courteously toward adults and fellow students
4. Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic backgrounds;
5. Complete assigned tasks on time and as directed;

6. Help maintain a school environment that is safe, friendly, and productive

School-Wide Discipline Plan

All discipline actions are at the discretion of the Principal or the Dean of Students.

Level 1	Level 2
<ul style="list-style-type: none"> ● Failing to keep hands/objects to yourself ● Being off task ● Inappropriate behavior ● Being disrespectful ● Failing to be prepared for class ● Recess misbehavior ● Cafeteria misbehavior ● Classroom disruption ● Throwing objects 	<ul style="list-style-type: none"> ● Dishonesty/cheating/stealing ● Inappropriate verbal and non-verbal language and actions ● Physical contact/physical aggression ● Defiance/disrespect/non-compliance/back talking ● Persistent disruptive class behavior ● Fighting/physical aggression ● Property damage ● Inappropriate use of electronics ● Inappropriate clothing ● Vandalism/destruction of school property ● High level of harassments/threats/intimidation ● Minor public display of affection ● Chronic level one offenses

Level 3
<p>Possession, dealing, distributing or under the influence of drugs, alcohol, drug paraphernalia, and look alike items. Use and possession of vapor devices, tobacco products, e-cigarettes Possession, handling, or transmitting any object that can be considered a weapon/firearm or a destructive device Bullying Sexual harassment Threatening/attacking a teacher or staff member Excessive level two offenses</p>

DISCIPLINARY ACTIONS The Principal, Dean of Students, any administrative personnel, any teacher, or other school staff member who has students under the individual’s charge shall be authorized to take action in connection with the control of student behavior. In addition to the actions specifically provided in this handbook, school personnel shall be authorized to take any action which is reasonably desirable or necessary to help any student, to further school purposes, to prevent interference therewith, or to ensure a safe, orderly, and effective educational environment.

Disciplinary action may include the following: (IC 20-33-8-25)

1. Counseling with a student or a group of students
2. Conferences with a parent or group of parents
3. Assigning additional work
4. Rearranging class schedules
5. Requiring a student to remain in school after regular school hours, or to come in before school hours
6. Restricting extracurricular activities
7. Removal of a student from school sponsored transportation
8. Teachers may act individually when dealing with a child who has violated school or classroom rules. Such actions may include, but are not limited to: reprimand, withholding privileges, assigning written work, assigning recess detention, assigning after-school detention, scheduling parent conferences, referral to the principal/Dean of Students.
9. Use exclusion, in-school suspension, out-of-school suspension, or expulsion from school attendance. As provided by IC 20-33-8-8: In all matters relating to the discipline and conduct of students, school corporation personnel stand in the relation of parents and guardians to the students of the school corporation. Therefore, school corporation personnel have the right, subject to this chapter, to take any disciplinary action necessary to promote student conduct that conforms with an orderly and effective educational system. Students must follow reasonable directions of school personnel in all educational settings and refrain from disruptive behavior that interferes with a safe and productive educational environment.

EXPULSION FROM SCHOOL If, in the principal’s opinion, the alleged infraction warrants a longer period of removal from school, he/she shall refer the case to the superintendent for consideration for expulsion. The superintendent shall review the case and may appoint a designee to conduct the expulsion meeting. This person may be an attorney or an administrator who has not been involved in the particular expulsion case or circumstances leading to it.

NOTICE OF EXPULSION MEETING The student and/or the parent(s) will be notified of the time and place of the expulsion meeting and their rights in connection with that meeting as well as their right to waive the meeting if they choose to do so. The expulsion examiner, appointed by the superintendent, will issue a written decision following the expulsion meeting.

APPEAL OF AN EXPULSION Upon receipt of a written appeal, the North Judson-San Pierre Board of School Trustees shall hold a meeting to consider the written evidence and arguments presented at the expulsion meeting. The board may then decide to uphold the expulsion, authorize alternative disciplinary action, or decide no disciplinary action is necessary. The student or his/her parents may appeal the board's decision to the appropriate court.

SEARCH AND SEIZURE Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the NJ-SP Board of School Trustees if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent by school authorities. Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items, which have been confiscated.

USE OF DOGS The board authorizes the use of specially trained dogs to detect the presence of drugs and devices such as bombs on school property. The dog may be allowed to examine school property such as lockers or students and items in their possession, but any search of a student's person will be based on individualized reasonable suspicion in addition to any information resulting from the dog's examination. The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever he/she has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage. The student will be taken to a private administrative or instructional area on school property with at least one other member of the teaching or administrative staff present to witness the test. The purpose of the test is to determine whether or not the student had consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention. If the result indicated a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, he/she will be advised that such refusal will subject the student to disciplinary action.

CONFLICT BETWEEN HANDBOOK AND POLICY All of the policies, guidelines, rules and regulations of the North Judson-San Pierre School Corporation are applicable to all students whether contained in this handbook or not. In the event of any conflict or ambiguity between the language of this handbook and the policies and guidelines of the North Judson-San Pierre School Corporation, said policies and guidelines shall govern.

HARASSMENT To file a report you need to see the building official, Mrs. Shelley Stonecipher. Call to make an appointment 574-896-2128. See the NJ-SP Bylaws and Policies for the Harassment definition, www.njsp.k12.in.us

BULLYING All alleged bullying incidents are investigated. A levels system of punishment will be used. This will require parent contact and counseling at all levels. A bullying definition will be sent home at the beginning of school in the Student Handbook and it will be sent home again during the school year.

TYPES OF BULLYING There are three broad categories of bullying. Direct physical bullying e.g. hitting, tripping, and pushing or damaging property. Direct verbal bullying e.g. name calling, insults, homophobic or racist remarks, verbal abuse. Indirect bullying – This form of bullying is harder to recognize and often is carried out behind the bullied student's back. It is designed to harm someone's social reputation and/or cause humiliation. Indirect bullying includes: lying and spreading rumors, playing nasty jokes to embarrass and humiliate, mimicking, encouraging others to socially exclude someone, damaging someone's social reputation and social acceptance, and cyber-bullying, which involves the use of email, text messages or chat rooms to humiliate and distress.

DEFINITION OF BULLYING Bullying/Harassment Code 20-33-8-0.2 (2005) defines bullying as overt, repeated acts or gestures, including: verbal or written communications, physical acts committed and any other behaviors committed by a student or group of students with the intent to harass, ridicule, humiliate, intimidate or harm the other students.

WHAT BULLYING IS NOT Many distressing behaviors are not examples of bullying even though they are unpleasant and often require teacher intervention and management. There are three unpleasant situations that are often confused with bullying:

MUTUAL CONFLICT In mutual conflict situations, there is an argument or disagreement between students but not an imbalance of power. Both parties are upset and usually both want a resolution to the problem. However, unresolved mutual conflict sometimes develops into a bullying situation with one person becoming targeted repeatedly for ‘retaliation’ in a one-sided way.

SOCIAL REJECTION OR DISLIKE Unless the social rejection is directed towards someone specific and involves deliberate and repeated attempts to cause distress, exclude or create dislike by others, it is not bullying. Single-episode acts of nastiness or meanness, or random acts of aggression or intimidation, and single episodes of nastiness or physical aggression are not the same as bullying. If a student is verbally abused or pushed on one occasion they are not being bullied. Nastiness or physical aggression that is directed towards many different students is not the same as bullying. Printed from “What is Bullying?” Safe Schools Website. If bullying is suspected, building administrators will refer to the “Disciplinary Procedure Chart” on pages 22-23 for consequences. North Judson-San Pierre Elementary School will report to parents in an “expedited manner”. We believe in being proactive and educating our students on anti-bullying. Teachers use the program “R time to Stop Bullying” to teach students about getting along with others and anti-bullying. Kelso’s Choice is another program used to build character and help students handle conflict. However, we want our students to be respectful, responsible and caring in the treatment of others. No program completely eliminates bullying.

CYBER BULLYING Cyber bullying happens when students use the Internet, cell phones, or other devices to send or post text or images intended to hurt or embarrass another person. Just as in the state’s definition of bullying, the key term is repeated. If a student repeatedly uses the Internet, cell phones, etc. to send/post text or images intended to hurt or embarrass another student, then that student is guilty of cyber bullying. Our school disciplinary ladder for bullying will also be used for cyber bullying incidents. If a cyber bullying incident has been determined by the school administration to be affecting the educational process for the students involved, then disciplinary action will be taken.

DISCIPLINE The purpose of our school is to provide the best possible educational environment for the students in our community. The student’s prime responsibility is to secure an education, and we feel a proper atmosphere must be maintained within the school to make this learning possible. There are times when it is necessary for school officials to make a decision concerning the acceptability of a student’s behavior in school or at a school-sponsored activity. These decisions must be based on the welfare of the total school community and how this behavior problem will affect the learning environment. While some infractions will receive the maximum allowable punishment, others will follow a progressive discipline approach. Any disciplinary problems that arise that are not specifically cited herein will be handled by the NJ-SP Administration. Indiana Code 20-8.1-5-1 provides all school personnel with the authority to carry out this duty. In that different behavior infractions are more serious than others, the following may be used as a consequence:

1. Counseling
2. Student/teacher/administrator/parent conference
3. Detention
4. Probation and/or restriction from school related activities.
5. Retribution for damages
6. Community/School service
7. In-School Suspension (ISS)
8. Out of School Suspension (OSS)
9. Expulsion

DETENTION PLAN Detentions may be assigned for disciplinary reasons. Failure of a student to serve a detention will result in further disciplinary action. Detentions will be served in the Office or ISS room.

1. Any staff member who is assigned to supervise students may assign a detention after consultation with the student’s teacher/principal. A detention sheet needs to be completed.
2. Students will be quiet and work during the entire detention period.
3. Any student causing a disturbance or disruption in detention will be issued an additional detention assignment for the very next detention period.
4. Any student causing a disturbance or disruption in detention for the second time during a detention will be sent to the principal’s office for further disciplinary action.
5. In the event that school is dismissed early because of severe weather conditions, the student will go home on the bus and be required to serve detention time on the next regularly scheduled detention day.
6. Detentions may be issued for student violations of rules, codes, and expectations as stated in the various sections of this handbook or as developed as needed throughout the course of the school.

FULL NONDISCRIMINATION STATEMENT

All publications and handouts mentioning USDA Child Nutrition Programs must contain the following full nondiscrimination statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov. This institution is an equal opportunity provider.

AMERICANS WITH DISABILITIES ACT The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act requires the school to ensure that no individual be discriminated against on the basis of a disability. This protection applies not just to the student but to all individuals who have access to the corporation's programs and facilities. Students with disabilities who do not qualify according to the IDEA guidelines may be served within the regular education program with an accommodation plan developed by the school staff. Parents who believe their child may have a disability that interferes substantially with the child's ability to function properly in school should contact the principal.

ACCESSIBILITY Persons interested in information concerning accessibility, or who may need assistance attending school events or communicating with school personnel or any the facilities of the North Judson-San Pierre School Corp. should contact the individual schools or the administration at 574-896-2155.

AHERA ANNUAL NOTICE In accordance with the US EPA's AHERA Standard (ref: 40 CFR 763.80) All information concerning asbestos-containing materials in the school of the North Judson-San Pierre Corporation is available for review and copying by students, staff and guardians during normal business hours.

INDOOR AIR QUALITY COORDINATOR The Indoor Air Quality Coordinator is Wilbur Collins, Director of Facilities, North Judson-San Pierre School Corporation, 801 Campbell Drive, North Judson, IN 46366, wcollin@njsp.k12.in.us 574-896-2158 ext. 282.

PESTICIDE NOTIFICATION REGISTRY Occasionally, we do have to use pesticides for bugs, care of grounds, etc. We try to schedule these applications while school is not in session. At your request, we will provide you with prior notification through our e-mail registry within 48 hours of application. This notification will include:

- The School
- Contract Information
- Anticipated date and time of application
- Pest(s) being targeted
- Description of application area
- Pesticide to be used

Advanced notice is *not* required for: Disinfectants, germicides, sanitizers, swimming pool chemicals (high school), gell or bait insecticides, manufactured enclosed insecticides stations, and, self applied insect repellants;

- Immediate student health threat situation: (wasp nests, etc.)
- Areas completely away from student occupied building and areas;
- Those made more than 48 hours before a school day.

If you wish to be included on the notification registry you must contact your school office prior to the beginning of the school year with your e-mail address: High School-Deborah Dowell, 896-2158, Elementary-Sherry Richie, 896-2128.